



MANAGER'S DAILY SUMMARY REPORT

Counted By		Verified By	
------------	--	-------------	--

DATE: _____

	x	\$	0.25	\$
	x	\$	1.00	\$
	x	\$	2.00	\$
	x	\$	5.00	\$
	x	\$	10.00	\$
	x	\$	20.00	\$
	x	\$	50.00	\$
	x	\$	100.00	\$

Attach to this Summary:
1) End of Day Reading tape
2) Cashier's Daily Balancing Report(s)

Total Cash Pulled from VLT machines - End of Day	\$	_____	1
Add: Actual Cash from Cashiers (Box G from Daily Cash Reports):		_____	2
= Total Cash on Hand (Line 1 + 2):	\$	_____	3
Subtract: Float set up for Cashier(s):		_____	4
Total Cash for Deposit (Line 3 - 4)	\$	_____	5

END OF DAY SUMMARY

TOTALS			
Cash In	_____		6
- Prizes Paid Out	_____		7

Category (Description)	Total \$ Amount
	\$
	\$
	\$

Total Cash Expenses Paid Out:	\$	_____	8
Calculated Cash (6 - 7 - 8)	\$	_____	9
Less: Cash held back to return float to normal:	\$	_____	10
Calculated Deposit (9 - 10)	\$	_____	11
Float Shortage or Cash for Deposit from line 5	\$	_____	12
Cash Short (Over) (Line 11 - 12)	\$	_____	13

COMPLETE THIS AREA ONLY WHEN YOU ARE HOLDING BACK CASH TO RETURN FLOAT TO NORMAL

Float Set Up Today:	_____
Subtract: Float Setup Yesterday	_____
Cash Held Back from Deposit (Line 10)	\$ _____

COMPLETE THIS AREA ONLY WHEN THERE HAS BEEN A LOSS AND THE FLOAT IS SHORT

Float Set Up Today:	_____
Subtract: Regular Float Amt:	_____
Float Shortage (Line 12)	\$ _____

Cash Short/Over Reconciliation	
Name of Cashier	Cash (over) short from Cashier DBRs
	\$
	\$
	\$

Total	\$	_____	14
Difference (Line 13 - 14)	\$	_____	15

Manager's Signature: _____